

Reminders and Guidance for Participant Initiated Non-RID Activities (April 2007)

**PLEASE READ ALL OF THE FOLLOWING INFORMATION TO ASSIST YOU IN
PREPARING TO ATTEND A NON-RID ACTIVITY (PINRA).**

Before the activity, I need to have the completed form and a flyer or agenda. It is always best to submit PINRA forms for approval at least one week in advance.

1. I need to have a rough agenda so I can calculate the number of hours involved to then determine CEU's and whether to award "Professional Studies" (PS) or "General Studies" (GS). I will give you the total and category so that it can be added to the PINRA form.

After the conference/workshop, I need:

1. Proof of attendance whether it be a "certificate of attendance" or agenda signed by the speaker.

Please call or e-mail me if you have more questions.

Joy Thomassen: thomassenj@mi.gov or 877-499-6232 v/tty